

File a Fictitious Name Certificate in the Clerk's Information System

To run a business under a name different than your own, you must file a fictitious name certificate with the Clerk's Office. This how-to guide will walk you through filing a fictitious name certificate online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

NOTE: Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green **Register** button on the CIS homepage.

1 Log on to CIS at <https://cis.scc.virginia.gov/>.
Note: Google Chrome, Internet Explorer, or Microsoft Edge are recommended.

2 Click **Online Services** on the top left.

3 Under Business Entities, click **Name Reservations/Registrations/Fictitious Name**.

4 Select **Fictitious Name** from the drop-down.

5 Determine whether the fictitious name is associated with an entity on record with the SCC.

To search for an entity on record:

1A Enter the **Entity Name** or **Entity ID** and click **Search**.

1B Under **Search Results**, check the radio button next to the desired entity.

1C Click **Next**.

1D Enter the **Fictitious Name** and click **Next**.
Note: Do not enter "LLC" or "INC", etc.

If the fictitious name is not associated with an entity on record:

2A Click **Next**.

2B Enter the **Entity Information** and the **Fictitious Name**.

2C Click **Next**.

The screenshot shows the SCC CIS homepage. The top navigation bar includes 'Dashboard', 'Online Services', 'Entity Search', 'Entity FAQs', and 'UCC Search'. A red box highlights 'Online Services' with a green circle '2' and a red arrow pointing to it. Below 'Online Services', a dropdown menu is open, showing 'Business Entities' with a green circle '3' and a red arrow pointing to it. Under 'Business Entities', the option 'Name Reservations/Registrations/Fictitious Name' is highlighted with a red box. Below this, a dropdown menu for 'Name Type' is shown with a green circle '4' and a red box around 'Fictitious Name'. The other options are 'Reserved Name' and 'Registered Name'.

The screenshot shows the 'ENTITY SEARCH' form. It has two input fields: 'Entity Name' and 'Entity ID'. A green circle '1A' is placed over each field. A 'Search' button is located below the fields. A red box highlights the 'Search' button. A green circle '1A' is also placed over the 'Search' button.

The screenshot shows the 'Search Results' table. It has three columns: 'Select', 'ID', and 'Name'. The first row has a radio button in the 'Select' column, the ID '11015156', and the name 'Help For Documentation, Inc.'. A green circle '1B' is placed over the radio button. A red box highlights the radio button.

The screenshot shows the 'FICTITIOUS NAME CERTIFICATE' form. The 'Entity Information' section is highlighted with a green circle '1C' and a red box. It contains fields for 'Entity Name', 'Entity ID', 'Entity Type', and 'Contact Number'. A 'Next' button is located to the right of the 'Entity Information' section. A green circle '1D' is placed over the 'Next' button. A red box highlights the 'Next' button.

The screenshot shows the 'FICTITIOUS NAME CERTIFICATE' form. The 'Fictitious Name' section is highlighted with a green circle '1D' and a red box. It contains a field for 'Fictitious Name'. A 'Next' button is located to the right of the 'Fictitious Name' section. A green circle '2A' is placed over the 'Next' button. A red box highlights the 'Next' button.

The screenshot shows the 'FICTITIOUS NAME CERTIFICATE' form. The 'Entity Information' section is highlighted with a green circle '2B' and a red box. It contains fields for 'Entity Name', 'Entity ID', 'Entity Type', and 'Contact Number'. The 'Fictitious Name' section is also highlighted with a green circle '2B' and a red box. It contains a field for 'Fictitious Name'. A 'Next' button is located to the right of the 'Fictitious Name' section. A green circle '2C' is placed over the 'Next' button. A red box highlights the 'Next' button.

File a Fictitious Name Certificate

- 5 **2D** Under **Applicant Information**, indicate if you are applying as an **Individual** or **Entity** by clicking the appropriate radio button.

2E

First Name* Address Line 1* Country* United States City/Town* Email Address* Middle Name* Suffix* -- Select -- Address Line 2* Zip Code* State* Virginia

FICTITIOUS NAME CERTIFICATE

2D

Applicant Information

Type: ☒ Individual ☐ Entity

- 2E Complete all fields marked with an asterisk (*).

- 2F Click **Next**.

2F

Attention* Address Line 1* Country* United States City/Town* Email Address* Address Line 2* Zip Code* State* Virginia

Back Next

- 6 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

Signature Information

The undersigned affirms that the information contained in this electronic submission is accurate and that the document that is false in any material respect.

6

Signing as: ☒ Individual ☐ On Behalf of Business Entity

Complete all **Signature Information** fields marked with an asterisk (*) and click **Add**.

6

Signature* Printed Name* First Name* Middle Name* Last Name* Suffix* -- Select --

Add

6

Entity Information

Entity Name* Entity Type* -- Select --

Signature* Printed Name* First Name* Middle Name* Last Name* Suffix* -- Select --

Add

- 7 Click **OK** in the pop-up box.

7

Signature Added Successfully

OK

- 8 The signature information will populate. Click **Next**.

8

Action

Next

- 9 Review each section of the **Fictitious Name Certificate** and make any edits, as necessary.

- 10 Click **Add To Shopping Cart** on the bottom right.

- 11 Click **Checkout**.

- 12 Click **Go To Payment**.

9

REVIEW OF FICTITIOUS NAME CERTIFICATE

Entity Information

Entity Name: Help For Documentation, Inc.

Entity Email Address: help@hfdcc.virginia.gov

Fictitious Name

Fictitious Name: TechComm

Signature Information

Printed Name: Teresa Hudgins Signature: Teresa Hudgins Title: Director

11

Checkout

10

Add To Shopping Cart

CHECKOUT

Back

Document Type	Entity Name	Created DateTime	Fee
Fictitious Name Certificate	Help For Documentation, Inc.	02/26/2020 10:49 AM	\$10.00

12

Go To Payment

SHOPPING CART

Payment Policy

Pursuant to statute, there is no filing fee for an annual report. Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely. A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Filings

Document Type	Entity Name
Fictitious Name Certificate	Help For Documentation, Inc.

11

Checkout

File a Fictitious Name Certificate

- 13 In the Confirmation pop-up window, click **I Agree**.

Note: You will be taken to a site administered by LexisNexis to complete your payment.

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases.

If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

13 **I Agree** **Close**

- 14 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.

Billing Address

ADDRESS TYPE

☒ Domestic (US and Puerto Rico) ☐ Military (APO/FPO) ☐ International (including Canada, Mexico)

Billing First Name* Jane

Billing Last Name* Doe

Billing Zip Code* 23219

Billing Address Line1* 123 Any Street

Billing Address Line2

Billing City* Richmond

Billing State* VA

E-mail* jane.doe@gmail.com

Confirm E-mail* jane.doe@gmail.com

Phone Number* (804) 371-9733

Payment Information

PAYMENT TYPE

☒ Credit Card ☐ Personal Check ☐ Business Check

Card Number*

Expiration Month* May

Expiration Year* 2022

Security Code*

We've provided this sample credit card to assist you in finding the security code.

Captcha* 6438d

Enter Captcha 6438d

15 **Continue**

- 15 Click **Continue**.

- 16 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

- 17 You will be directed to a confirmation screen.

Agency Amount \$10.00
LexisNexis Service Fee \$.00
Total Amount \$10.00

Billing Address

Billing First Name Jane
Billing Last Name Doe
Billing Zip Code 23219
Billing Address Line1 123 Any Street
Billing Address Line2
Billing City Richmond
Billing State VA
Billing Country United States of America
E-mail jane.doe@gmail.com
Phone Number (804) 3719733

Payment Information

Credit Card

Card Number *****0248 (MASTERCARD)
Expiration Date 05/2022

Payment Authorization

Total Amount \$110.00

☒ **Acknowledgment**

☐ By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

16 **Pay Now**

CONFIRMATION

17

Submission Successful

Payment Confirmation Number: 20026755

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Fictitious Name Certificate	TechCurren	02/12/2020 11:57 AM	\$10.00	Approved
Total Paid:			\$10.00	

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.

Releasing a Filed Certificate of Assumed or Fictitious Name

When you are no longer conducting business in Virginia under an assumed or fictitious name on file with the Commission, the name may be released by filing a certificate of release in the Clerk's Office. This cannot be done online.

- You must submit a paper form, which can be found on the Clerk's Office website, <https://www.scc.virginia.gov/clk/formfee.aspx>.
- The fee to file a certificate of release with the Clerk's Office is **\$10.00**.
- For more information visit: <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.